

**CLASS TITLE: SUPERVISOR OF HEAVY EQUIPMENT
MAINTENANCE**

Class Code: 02320400
Pay Grade: 22A
EO Code: G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To act as liaison between the Automotive Maintenance Unit in the Department of Administration and the Division of Roads and Bridges in the Department of Public Works for the purpose of scheduling repairs to the heavy equipment of that Division; and to do related work as required.

SUPERVISION RECEIVED: Receives general supervision from a superior; work is reviewed for efficiency and effectiveness by field visits and reports submitted.

SUPERVISION EXERCISED: Exercises technical supervision over automotive service foremen and automotive mechanics who are assigned to the roving field repair crews.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To act as liaison between the Automotive Maintenance Unit in the Department of Administration and the Division of Roads and Bridges in the Department of Public Works for the purpose of scheduling repairs to the heavy equipment of that Division.

To review all requests for service and to suggest to a superior a tentative schedule of priority for service.

To prepare estimates of amounts of material and number of hours needed for specific repairs.

To participate in the preparation and keeping of maintenance records on all heavy motor equipment and trucks.

To inspect all cables and power lifting devices to insure their safety in operation.

To recommend corrective measures and processes which should be followed by field forces in order to economize on equipment repair and replacement.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the operation, maintenance and repair of heavy automotive equipment; the ability to diagnose automotive mechanical failures and to advise field workers on proper repair techniques; the ability to convey ideas clearly and concisely in oral and written reports; the ability to establish and maintain effective working relationships with associates and field crews; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high or vocational school; and

Experience: Such as may have been gained through: employment in a supervisory position in an automotive repair garage or employment repairing heavy motor equipment.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 28, 1968

Editorial Review: 3-15-2003